

GOA FIRE SERVICE SOCIETY
PANAJI

Outward No. 5609

Date 23/03/98

Office of the A.D.O.

26/2/98

No.14/37/77/GA&C (Vol. II)
Government of Goa,
Department of General Admn.,
Secretariat, Panaji.

Dated:- 16th March, 1998.

OFFICE MEMORANDUM

Directorate of Fire Services
St. Inez, Panaji-Goa.

INWARD No. 7806

DATE: 27/3/98

Subject :- Transfer Guidelines.

Government is pleased to issue with immediate effect the following instructions in supersession of all the previous instructions issued in the past in this regard:-

(i) The transfer Orders of the Government servants shall be generally issued by 15th April every year and latest by mid May, requiring the officials, so transferred, to join their posting by the first week of June. No transfer Order shall be issued after 15th May, except on humanitarian or any other pressing bonafide grounds. The transfer orders should indicate the date of relief and consequential movement of other officials.

(ii) Government servants who have completed three years at one place as on 31st March should normally be transferred. Government servants who have completed four years at one place as on 31st March should invariably be transferred. Normally no official will be transferred unless he has completed 3 years in his present post. However, while making such transfers it should be borne in mind that families are not disturbed i.e. as far as possible husband and wife should not be made to work at different places.

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Subject to the approval of the Competent Authority and public interest, mutual transfer will be allowed, provided the two Government servants apply for such transfers in writing, giving their consent and indicating the reasons for such a mutual transfer. However, no T.A./D.A. will be admissible to employees,

in case of mutual transfer. Also, no request for mutual transfer will be entertained in the case of Government servant, who requests to return to the same office where he/she was previously working unless he/she has completed a period of three years in the new place. Also, no mutual transfer will be permitted in the case of the employees working at the same station.

- (iv) If any post falls vacant, in the middle of the year, a Government servant may be transferred on the said vacant post during the year, if the Competent Authority decides in its discretion, that there is no objection for such transfer, Transfer resulting on account of promotion of an employee, will also be allowed in the middle of the year.
- (v) Request transfer application will be considered only if the applicant has completed two years in his place of posting. No TA/DA will be admissible in such cases.
- (vi) Group 'D' employees, except those in the Police, Forest and Excise Departments, are normally exempted from transfer unless they apply for the same due to their convenience. Also drivers belonging to all the categories who are Group 'C' employees shall not normally be transferred except when they voluntarily seek transfer.
- (vii) Transfer of Group 'C' employees will be limited within the Taluka of their present posting, whenever possible or to the nearby Taluka.
- (viii) Transfer of Group 'C' & 'B' employees will be done by the respective Heads of Departments, and exception if any, may be done with the approval of the Minister concerned. Transfer of Group 'A' officers may be done by the Heads of Department with the approval of the Minister concerned and exceptions, if any, will be done with the approval of the Chief Minister.
- (ix) A Government employee and his/her spouse, when both happen to be in the Government service shall as far as possible, be posted at the same station. In such case, if one of them has not completed two years, in one post or place, consideration will be shown by issuing transfer orders earlier than when it becomes due. In case the husband and wife are working

in separate departments, the transfer of both of them will be co-ordinated following an application to be made by one of them with a copy of the Competent Authority to transfer his or her spouse.


- (x) Subject to the administrative convenience, Government servants retiring on superannuation, within two years will be exempted from transfer altogether, unless they request for a transfer. Also subject to the availability of vacancy, such a Government servant may be posted near his hometown or the place where he wishes to settle down after retirement.
- (xi) In order to avoid dislocation of work and to maintain continuity in the Department, the authority competent to effect transfers while ordering such transfers, shall see that the transfers in a department do not, as far as possible, exceed $\frac{1}{3}$ of the total strength under such category.
- (xii) Normally in technical departments, in order to utilise the experience gained by an employee, rotation of such technical staff should be done taking into account his/her qualifications and experience gained in a particular technical field.
- (xiii) These instructions in general are applicable to the personal staff like stenographers, Assistants, Jr. Assistants, Peons attached to the Secretaries/Jt. Secretaries and they are also liable to be transferred after completion of five years. However, such staff shall be transferred in consultation with the officers under whom they are working.
- (xiv) In case of any Government servant having mentally retarded children, requests for their posting at a particular place for the purpose of medical attendance and education for such mentally retarded children, such cases should be considered sympathetically on merits.
- (xv) So far as the Education Department is concerned, only the non-teaching staff will be governed by these guidelines. The teaching staff will be governed by different guidelines as issued by the Department of Education from time to time.

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(xvi) The above guidelines shall not apply to the employees working in the District & Subordinate Courts which are subject to the jurisdiction and control of the High Court of Bombay.

2. Transfer should not be used as an instrument of harassment of honest officials nor should it be used for punishment. Similarly, legitimate transfers should not be interfered with. It may however be noted that administrative convenience and exigencies of service are the main considerations in running the administration and, therefore, these guidelines do not confer any right on any employee.

3. It is impressed upon all the Secretaries to Government to review the position of transfer and see that the above guidelines are correctly followed by the respective Heads of Departments under their control.


(R. I. JAIPRAKASH)
SPECIAL SECRETARY (GA)

- To,
1. All Secretaries to Government.
 2. Secretary to Governor.
 3. Special Secretary to C.M.
 4. P.S. to Ministers/Minister of State.
 5. All Heads of Departments/Offices.
 6. All Departments in the Secretariat.
 7. Guard file.
